

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	110
SUPERVISOR:	Sheriff	SALARY RANGE:	07
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Assist the Sheriff in ensuring the professional performance and administration of the Columbia County Sheriff's Office. In coordination with the Sheriff, responsible for planning, organizing and directing the activities of the Sheriff's Office. Conduct law enforcement and crime prevention and investigation activities relating to criminal law enforcement in the County.

Enforce all laws, regulations, ordinances, and standards. Plan, organize and direct all Sheriff's Office activities under the guidance of the County Sheriff. Work directly with a wide range of community groups and public officials.

Promote excellence, dependable performance, pride, commitment, cooperation, safety and a team approach throughout the Sheriff's Office. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Sheriff and the Board of County Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist the Sheriff in planning and directing operations of the Enforcement and Civil Divisions. Review programs and recommend program changes.

Work closely with the Jail Commander to ensure smooth interactions with the Jail Division. Coordinate functions among appropriate Divisional Command Staff to ensure the effective operation of the Sheriff's Office.

Oversee and participate in the office procurement program, including establishing needs, and locating best quality and price.

Review staff work for adherence to County and Departmental policies, procedures and objectives, and federal and state rules and regulations.

Manage directly or through delegation the Search and Rescue (SAR), reserve and volunteer programs at the Columbia County Sheriff's Office.

Develop and coordinate Sheriff's Office training program.

Perform all functions of an Enforcement Deputy when needed or appropriate.

Assist the Sheriff in the formulation and presentation of the Departmental budget for presentation to and review by the Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Assist the Sheriff in diagnosing organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.

Assist the Sheriff in ensuring that Sheriff's Office plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Sheriff's Office goals.

Establish effective working relationships with contacts in County departments, community members and the general public and assist them in understanding and interpreting enforcement issues. Respond to and be a liaison for resolving questions, concerns and complaints regarding Sheriff's Office activities.

Represent the Sheriff on various official boards, committees and associations as assigned. When appropriate, assume all responsibilities of the Sheriff during the Sheriff's absence.

Gather and prepare various statistical and research reports to be used in the evaluation of Department efficiency. Plan, develop and implement programs and activities.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure Departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise staff of 5-20 employees including Command Staff officers, sergeants, deputies and support personnel. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the Sheriff and Human Resources, as appropriate.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Sheriff and will be reviewed jointly by the Sheriff and the Chief Deputy through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a Bachelor's degree in a related field. At least 5 years' progressively responsible experience in law enforcement, with at least two years' supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

SPECIAL LICENSES, CERTIFICATIONS: Possession of either an Intermediate Police Officer or Corrections Officer Certificate or higher from the Department of Public Safety Standards and Training (DPSST). Preference will be given for Police Certification. Possession of or ability to obtain Dual Certification and the DPSST management certificate no later than two years after hire. Possession of a valid driver's license and must be insurable under the County's liability coverage.

SPECIAL NECESSARY QUALIFICATIONS: Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of administrative and supervision concepts, practices and principles. Considerable knowledge of state and county enforcement laws; methods and procedures. Knowledge of the principles and techniques of modern law enforcement and correctional facilities. Familiarity with computers systems and their use.

Skill to properly utilize equipment and techniques including firearms and restraining devices.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control suspects in all situations, including the ability to physically restrain unruly offenders. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying suspects weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with suspects and victims and interaction to diffuse aggression. May receive physical injuries when confronting suspects and/or victims and may possibly be exposed to hazards and risks which accompany exposure to inmates and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to all type of weather conditions and terrain). The environment can be highly stressful and hazardous.